



**Agency Records Disposition Schedule**

Department: Office of Administration

Section: Flight Operations

Division: General Services

Sub-Section:

**TITLE:** FLIGHT OPERATIONS: Air travel request forms

**CUTOFF:**

**DESCRIPTION:** Air travel request forms. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3127

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** FLIGHT OPERATIONS: Aircraft Maintenance Log

**CUTOFF:** Life of aircraft

**DESCRIPTION:** Aircraft Maintenance Log

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3131

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** FLIGHT OPERATIONS: Aircraft registration

**CUTOFF:** Life of aircraft

**DESCRIPTION:** Aircraft registration. May be destroyed after conclusion of state audit if completed before end of retention period and after cutoff.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3132

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Office of Administration

Section: Flight Operations

Division: General Services

Sub-Section:

**TITLE:** FLIGHT OPERATIONS: Passenger manifest and flight time form

**CUTOFF:**

**DESCRIPTION:** Passenger manifest and flight time form. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3128

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** FLIGHT OPERATIONS: Passenger manifest summary

**CUTOFF:**

**DESCRIPTION:** Passenger manifest summary

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3129

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** FLIGHT OPERATIONS: Repair orders

**CUTOFF:**

**DESCRIPTION:** Repair orders. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3130

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996